

## **CHAPTER 1**

### **GENERAL INFORMATION**

#### **A. REISSUANCE AND PURPOSE**

This Manual updates policy, responsibilities, and procedures for:

1. Preparation, coordination, approval, publication, distribution, implementation, and internal review of DoD issuances in the DoD Directives System.
2. Preparation, coordination, review, approval, and publication of rules and notices in the Federal Register.

#### **B. DEFINITIONS**

1. **DoD Directive**. A broad DoD policy document containing what is required by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components within their specific areas of responsibilities. DoD Directives establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities. One-time tasking and assignments of deadlines are not appropriate in DoD Directives.

2. **DoD Directive-Type Memorandum**. A memorandum issued by the Secretary of Defense, Deputy Secretary of Defense, or OSD Principal Staff Assistants (PSAs) that, because of time constraints, cannot be published in the DoD Directives System. Directive-type Memorandums signed by PSAs are procedural in nature. They implement policy documents, such as DoD Directives, Federal laws, and Executive orders. Directive-type Memorandums signed by the Secretary or Deputy Secretary of Defense are policy-making documents. A directive-type memorandum shall be converted into a DoD Directive or DoD Instruction within 90 days, unless the subject is classified with limited distribution or is material of limited or temporary relevance. Copies of directive-type memorandums must be provided to the Directives Division, Correspondence and Directives Directorate (C&D), Washington Headquarters Services (WHS) (hereafter referred to as "the Directives Division"), Room 2A286, Pentagon. (See figures 1-1 and 1-2.)

3. **DoD Directives System**. The single, uniform system of DoD issuances and directive-type memorandums used to convey DoD policies, responsibilities, and procedures. It provides for the orderly processing, approval, publication, distribution, internal review, and records management of DoD Directives, DoD Instructions, and DoD Publications, and changes thereto. The DoD Directives System also includes the OSD Federal Register system.

4. **DoD Instruction**. A DoD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities.

5. **DoD Issuances**. DoD Directives, DoD Instructions, DoD Publications, and their changes.

6. **DoD Publications**. DoD issuances that implement or supplement DoD Directives and Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. DoD Publications include:

Catalogs, Directories, Guides, Handbooks, Indexes, Inventories, Lists, Manuals, Modules, Pamphlets, Plans, Regulations, and Standards that implement or supplement DoD Directives or DoD Instructions.

7. Implementation. The publication by the DoD Components of directives, instructions, regulations, and related documents that define responsibilities and authorities and establish the internal management processes necessary to carry out the policies required by DoD issuances.

8. Office of the Secretary of Defense (OSD). The principal staff element of the Secretary in the exercise of policy development, planning, resource management, fiscal and program evaluation, and oversight responsibilities. The OSD Components include the immediate offices of the Secretary and Deputy Secretary of Defense, the Under Secretaries of Defense (USDs), the Comptroller of the Department of Defense (C, DoD), the Director of Defense Research and Engineering (DDR&E), the Assistant Secretaries of Defense (ASDs), the Director of Operational Test and Evaluation (DOT&E), the General Counsel of the Department of Defense (GC, DoD), the Inspector General of the Department of Defense (IG, DoD), the Assistants to the Secretary of Defense (ATSDs), the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary, and such other staff offices as the Secretary establishes to assist in carrying out assigned responsibilities.

9. OSD Principal Staff Assistants (PSAs). The Under Secretaries of Defense (USDs), the Comptroller of the Department of Defense (C, DoD), the Director of Defense Research and Engineering (DDR&E), the Assistant Secretaries of Defense (ASDs), the Director of Operational Test and Evaluation (DOT&E), the General Counsel of the Department of Defense (GC, DoD), the Inspector General of the Department of Defense (IG, DoD), the Assistants to the Secretary of Defense (ATSDs), and the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

10. Supplementation. The publication by the DoD Components of directives, instructions, regulations, and related documents that add to, restrict, or otherwise modify the policies and procedures of DoD issuances.

## C. POLICY

It is DoD policy that:

1. A DoD Directives Systems shall be administered and operated within the Department of Defense that consists of DoD Directives, DoD Instructions, and DoD Publications.

2. DoD Directives shall implement executive, legislative, or secretarial decisions; contain policy; assign responsibilities; and be approved and signed by the Secretary or Deputy Secretary of Defense. DoD Instructions shall implement DoD Directives, and executive, legislative, and secretarial policy documents; contain procedures and responsibilities; and be approved and signed by the PSAs. DoD Publications shall be authorized by DoD Directives or Instructions; contain supplementary details, directions, or methodology to implement policy; and be approved by the PSAs. The foreword of DoD Publications shall be signed by the PSAs and, at the discretion of the PSAs, may be signed by their deputies.

3. DoD Directives shall adhere to the principle of centralized policy-making, focusing primarily on providing policy guidance, fixing responsibility, and establishing

appropriate mechanisms for feedback and oversight. The DoD Components should be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives should be streamlined into six pages or less, with no procedures, and written in such a way that, in most instances, implementation or supplementation by the DoD Components will not be required but rather will be left to the discretion of the Components. Responsibilities in DoD Directives shall be assigned to the PSAs, Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, the Commanders of the Unified Combatant Commands, and other DoD officials who report directly to the Secretary or Deputy Secretary of Defense.

4. There are occasions when it is necessary to establish specific parameters for action or to prescribe procedures to ensure that the guidance being promulgated is fully understood and carried out with an appropriate level of standardization. In those instances, when procedures are necessary to carry out or support DoD policy, they should be kept to a minimum, and DoD Instructions or DoD Publications should be issued rather than requiring the DoD Components to issue implementing or supplementing documents. However, to avoid proliferation of DoD Instructions and DoD Publications, a delicate balance must be maintained between the creation of these DoD issuances and the creation of implementing and supplementing documents by the DoD Components. Responsibilities in DoD Instructions and DoD Publications shall be assigned to the PSAs, Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, Commanders of the Unified Combatant Commands, other DoD officials who report directly to the Secretary or Deputy Secretary of Defense, Directors of the Defense Agencies, and Deputies who are under the cognizance of the PSA who is responsible for the issuance.

5. DoD issuances shall be coordinated with the GC, DoD; IG, DoD; Director, Administration and Management, Office of the Secretary of Defense (DA&M, OSD); and heads of the DoD Components who may be affected by the issuance. For Defense Agencies, coordination of DoD issuances shall be accomplished through their cognizant PSAs, and Commanders of the Unified Combatant Commands through the Chairman of the Joint Chiefs of Staff.

6. DoD issuances (draft and final) that would have a substantial and direct impact on the public or are intended for the guidance of the public shall be published in the Federal Register. (See Chapter 8, below.)

#### **D. RESPONSIBILITIES**

1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

- a. Coordinate on ALL proposed DoD issuances.
- b. Develop and maintain organizational charters for OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.
- c. As the DoD Regulatory Policy Officer, review, coordinate, and approve DoD rules and notices developed by the DoD Components for publishing in the Federal Register.
- d. As the Director, Washington Headquarters Services:

(1) Administer and operate the DoD Directives System that includes procedures for preparing, coordinating, approving, publishing, and distributing all DoD issuances; and maintaining and preserving supporting and historical documents.

(2) Establish and maintain distinctive formats and writing style for DoD issuances.

(3) Review all proposed DoD issuances to ensure they conform to administrative requirements.

(4) Review all final DoD issuances for completed staff work.

(5) Prepare and issue DoD Directives System Transmittals to change or cancel DoD issuances.

(6) Monitor the implementation of DoD issuances and the internal review program to ensure that DoD issuances are current and necessary.

(7) Maintain and preserve, as the official record copies, copies of signed DoD issuances, original coordinating papers, implementation certifications, and internal review certifications.

(8) Manage the OSD Federal Register System.

2. The OSD Principal Staff Assistants shall:

a. Develop, coordinate, and prepare final DoD Directives for the approval and signature of the Secretary or Deputy Secretary of Defense as prescribed in this Manual.

b. Prepare, coordinate, approve, and sign final DoD Instructions and DoD Publications, when authorized by organizational charters, and as prescribed in this Manual.

c. Ensure that the contents of the DoD issuances reflect current policy and delegated responsibilities.

d. Coordinate proposed DoD issuances and obtain formal replies from DoD officials at the DoD Component's Under Secretary, Assistant Secretary, or Principal Deputy levels, or Principal Secretariat officials of the Military Departments, who have mutual or related responsibilities, and solicit comments from Directors of Defense Agencies who are under their cognizance for consideration in their coordinations.

e. Coordinate on proposed DoD issuances originated by the OSD Components.

f. Change, reissue, and cancel DoD issuances consistent with this Manual.

g. Participate in the regulatory activities of the Department of Defense by publishing DoD issuances and other documents of general applicability that affect the public as rules and/or notices in the Federal Register, and adhere to regulatory guidelines provided by the DA&M.

h. Convert directive-type memorandums into DoD issuances and/or cancel the memorandums.

i. Review implementing documents issued by the DoD Components and certify by memorandums to the Director, WHS, that the documents are consistent with the intent of DoD issuances.

j. Perform internal reviews of their DoD issuances for need and currency and certify by memorandums to the Director, WHS, whether the issuances will be continued, reissued, or canceled.

3. The Heads of the DoD Components shall:

a. Review and coordinate on proposed DoD issuances relevant to their missions.

b. Issue implementing documents, when required, consistent with the intent of DoD issuances and provide copies to the appropriate PSA. When implementing documents are not required, ensure that DoD guidance is carried out by widely distributing DoD issuances within their Components and adding whatever implementing or supplementing documents, if any, they feel are useful.

c. Provide for printing, distributing, and stocking of DoD issuances for their organizations.

d. Participate in the regulatory activities of the Department of Defense and adhere to the regulatory guidelines provided by the DA&M.

4. The Director, Defense Printing Service, shall:

a. Print and distribute DoD issuances authorized by the Director, WHS.

b. Operate the OSD Publications Counter Service and ensure that adequate copies of DoD issuances are available to OSD and WHS Components and other authorized DoD Components.

5. The Director, National Technical Information Service, U.S. Department of Commerce, in cooperation with the Director, WHS, shall provide secondary distribution of unclassified DoD Directives, DoD Instructions, and selected DoD Publications to the Federal Agencies, contractors, and the public.

6. The Administrator, Defense Technical Information Center, Office of the Under Secretary of Defense for Acquisition and Technology, in cooperation with the Director, WHS, shall provide secondary distribution of unclassified and classified DoD issuances that are approved for release by OSD Components to authorized registered DoD Components and their contractors.



**[Secretary or Deputy Secretary of Defense Letterhead]**

**[date]**

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPTROLLER OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF DEFENSE AGENCIES**

**SUBJECT: Criteria for Awarding Two New Joint-Military Decorations**

**This directive-type memorandum provides the DoD policy for the awarding of the Joint-Service Special Medal (JSSM) and the Joint-Service Activity Medal (JSAM), which completes the spectrum of joint decorations and provides the needed latitude to recognize truly outstanding service.**

**The JSSM should be used to recognize significant contributions in temporary, short term duties, such as those on joint commissions, studies, and other special projects. The JSAM should be used to recognize significant contributions in permanent, long term duties in the person's career field.**

**It is necessary that each of us ensures that our measure for award recommendations and approvals is highly demanding and results in the appropriate level of decoration for deserving individuals. Appropriate awards enhance morale and preserve the value and prestige of the joint decorations. Inappropriate awards have the opposite effect.**

**This memorandum is effective immediately. The DoD Directive governing the awards program shall be updated within 90 days.**

**[signature of Secretary or Deputy  
Secretary of Defense]**

**Figure 1-1. Directive-type memorandum issued by the Secretary or Deputy Secretary of Defense**

[PSA Letterhead]

[date]

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPTROLLER OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF DEFENSE AGENCIES**

**SUBJECT: Teacher Placement Assistance Program**

**Reference: DoD Directive 1000.00, "Teacher Placement Assistant Program,"  
April 1, 1994**

**This directive-type memorandum assigns responsibilities and prescribes procedures for assisting separated members of the Armed Forces and terminated DoD civilian employees with obtaining certification and employment as elementary and secondary school teachers.**

**It is DoD policy, under the above reference, to establish programs to assist personnel affected by the downsizing of the Department of Defense and to contribute to efforts to relieve shortages of elementary and secondary school teachers.**

**The (title of the PSA) shall monitor compliance with this memorandum. The Director of Education, as the representative of the (title of the PSA), shall identify program needs and provide program direction; provide liaison and coordination with educational agencies and school officials; and oversee the funding of this program and ensure compliance with this memorandum. The Secretaries of the Military Departments shall ensure that separating members are informed about the subject program during preseparation counseling; ensure that installation education centers provide information and counseling on teacher training and certification; and ensure that civilian personnel officers have current information on the program.**

**This memorandum is effective immediately. A DoD Instruction incorporating the substance of this memorandum shall be issued within 90 days.**

**[signature of PSA]**

**Figure 1-2 . Directive-type memorandum issued by a Principal Staff Assistant**